



# Constitution and Bylaws

*Updated March 15, 2019*

**Constitution of the North Carolina Chapter of  
Association of Public Safety Communications Officials (APCO)**  
As Amended March, 2019

**Article I  
Name, Charter Limits, and Purpose**

Section 1. Name

1.1 This organization shall be known as the NORTH CAROLINA CHAPTER OF APCO (also referred to in this document as the “Chapter”).

Section 2. Charter Limits

2.1 This Chapter is chartered by APCO International (also referred to in this document as “the Association”), and covers the State of North Carolina.

Section 3. Purpose

The purpose of this organization shall be to:

3.1 Lend support to, create interest in, and foster expansion of the parent organization - Association of Public-Safety Communications Officials-International, Inc.

3.2 Foster the development and progress of public-safety communications by means of research, planning, coordination, training and education.

3.3 Promote the rapid and accurate collection, exchange and dissemination of information relating to emergencies and other vital public-safety communications among and between all levels of local, state, and federal governments and those who work with them.

3.4 Represent its members and public-safety communication interests in general before regulatory and policy-making bodies as may be appropriate.

3.5 Strive to protect the citizens and their property and provide for their welfare by these and other appropriate means.

3.6 Provide for membership in the Chapter in accordance with the language of its’ Constitution and Bylaws of the Association now, and which may later be provided and in effect. Membership in this Chapter shall be of such categories and having such rights, requirements, privileges, and restrictions so as to be in keeping with the purposes and intents of the Association.

3.7 Make formal petitions by way of resolutions in proper format and following established requirements at such time as is felt that changes are needed in the Constitutions and/or Bylaws of the Association.

3.8 Encourage participation in the affairs of the Association by the authorized Chapter delegates.

3.9 Abide by the provisions and requirements of the Constitution and Bylaws of the Association, which shall take precedence in all matters and questions in the Chapter.



#### Section 4. Chapter Eligibility for Retaining Their Charter

4.1 Should any of the following occur between the Annual International Conference of the Association, the Charter of the North Carolina Chapter of APCO will be subject to cancellation or modification by the Executive Council, if upon a review of the particular facts, such action appears appropriate:

The voting membership of the Chapter declines to less than eleven (11);

Failure of this Chapter to hold formal meetings at least twice a year within its chartered area; or

Should any of the requirements upon this Chapter as established in the Constitution and Bylaws of the Association not be strictly adhered to.

### **Article II**

#### **Membership, Voting, Authority, Public Safety.**

##### Section 1. Membership

1.1 Membership in this Chapter shall be open to persons of good character who meets its' membership requirements. .

1.2 With the exception of the sustaining classification, the association is an association of individual members.

##### Section 2. Voting and Elected Officers

2.1 The right to vote and hold office in this Chapter is set forth in Bylaws Article I under individual membership categories.

##### Section 3. Authority

3.1 The voting membership is the ruling body of this Chapter. It is represented at the Chapter's Annual State Conference by a Quorum as defined in Bylaws Article Article III Section 2. The Quorum at such times wields the power of this Chapter. The Chapter Executive Board exercises this power when the Quorum is absent.

##### Section 4. Public Safety

4.1 Public Safety is defined as that function of government which provides public services with law enforcement, forestry conservation, fire, highway maintenance, emergency rescue and medical services, Emergency Management and related activities supported or endorsed by state and local governments.

### **Article III**

#### **Executive Board**

##### **Establishment, Authority, Duties, Quorum Procedures**

##### Section 1. Establishment

1.1 There shall be an Executive Board. The Chapter President shall be the Chair of this Board. It shall consist of the First Vice President, Second Vice President, Immediate Past President, Secretary, Treasurer and Executive Council Representative, and Chapter Commercial Advisory Memory.

1.2 The position of the President, First Vice President, Second Vice President, Immediate Past President, Secretary, Treasurer and Executive Council Representative shall be elected in accordance with Bylaws



Article IV Section 3. The Chapter Commercial Advisory Member shall be appointed in accordance with Constitution Article IV Section 1.2.

#### Section 2. Authority

2.1 The Executive Board shall perform all functions and do those acts the annual Association Quorum might do; shall exercise all such powers of the Chapter and do all such lawful acts on its behalf as are not forbidden by statute or these Bylaws and are not specifically reserved to be performed by others in these Bylaws.

#### Section 3. Procedures

3.1 The President shall call this Board into session whenever the need arises, and shall call it into session no later than November 30th of each year and shall present all findings of the Executive Board at the first bi-monthly Chapter meeting after November 30th.

3.2 The President may poll this Board on special matters in lieu of calling a special session.

3.3 A simple majority of this Board shall constitute a Quorum and a simple majority vote of those present at a session or polled shall determine all issues, except that in the event of impeachment proceedings, a special meeting must be called and a two-thirds (2/3) majority vote of this Board will be required for impeachment.

### **Article IV Board of Officers**

#### Section 1. Designation

1.1 There shall be a Board of Officers. The Chapter President shall be the Chair of this Board. It shall consist of the First Vice President, Second Vice President, Secretary, Treasurer, Executive Council Representative, the immediate Past President and six (6) Regional Ambassadors, elected in accordance with Bylaws Article IV Section 3.

1.2 This Board will also consist of three (3) appointed positions consisting of a Public Information Officer, and Education Advisory Member, which shall be a non-voting and the Chapter Commercial Advisory Member, which shall be a voting member. Appointments for these positions are determined by recommendation from the President with the majority concurrence of the Executive Board.

#### Section 2. How Elected

2.1 The officers of the Chapter shall be elected by ballot in accordance with Bylaws Article IV Section 3.

2.2 If there are no additional nominees to those presented by the nominating committee, they may be elected by acclamation.

### **Article V Amendments**

#### Section 1. Provisions for Amendments

1.1 The Constitution of the Chapter may normally be amended only by a two-thirds (2/3) majority vote of the Quorum at the Annual State Conference in accordance with Bylaws Article VIII.

1.2 The proposed amendment shall be adopted by the Executive Board. After adopting the proposed



amendment, the Executive Board shall submit the amendment to the members for their approval. The Executive Board shall also notify the members a recommendation that the members approve the amendment, unless the Executive Board makes a determination that because of conflicts of interest or other special circumstances it should not make such a recommendation, in which case the Executive Board shall notify the members the basis for that determination.

1.3 Upon making a finding that an unusual circumstance exists for which significant harm would come to the Chapter if action were delayed until the next meeting of the Chapter's Membership Quorum at the Annual State Conference, the Executive Board may waive or modify a requirement contained in the Chapter Bylaws subject to a requirement that two-thirds (2/3) majority vote of the Executive Board shall agree to a finding that an unusual circumstance exists and shall agree to the recommended course of action. Furthermore, the President shall cause to be published to the Chapter Membership the finding of the Executive Board of an unusual circumstance and its nature and the course of action taken by the Executive Board.



**North Carolina Chapter of APCO**  
**Chartered August, 11, 1962**  
*By the Parent Organization*  
*Association of Public-Safety Communications Officials International, INC.*

**ByLaws**  
**As Amended**

**Article I**  
**Membership Categories**

Section 1. Category

1.1 The membership of the Chapter shall be defined as those categories listed in the International Association Bylaws Article IV: Membership.

1.2 Applications shall be processed in accordance with the provisions of this Article.

1.3 Members shall be admitted in strict conformity with the category requirements herein set forth. Membership shall not be denied on the basis of race, color, creed, national origin or numerical limitation. Chapter members are Association Members.

Section 2. Association Life Members

2.1 Any member of APCO who has made significant contributions beyond the normal call of duty toward the successful attainment of the objectives of APCO at the Association level may be eligible for Life membership.

2.2 This honor may only be bestowed upon nomination by the Executive Board, following recommendation by the Chapter in accordance with the requirements for this category as outlined in the Constitution and Bylaws of the Association, and the subsequent confirmation by a majority vote of the Quorum of an Annual Association Conference.

2.3 The title of Life, when bestowed, shall be in addition to the regular membership title of member, and they shall enjoy all of the privileges of their regular membership category and shall be exempt from the payment of any dues at the Chapter or Association levels.

2.4 This Chapter shall recognize any member(s) within its chartered area so designated by the Association, and shall welcome such member(s) into full membership privileges in keeping with the regular membership classifications of the member(s).

Section 3. Chapter Life Member

3.1 Each Chapter desiring to confer Chapter Membership shall develop a list of requirements for this category of membership. This list shall be included in the Chapter Constitution and Bylaws.

3.2 A suggested list of qualifications for the category of membership shall be maintained in the Association Policy Manual.



3.3 This honor shall be bestowed upon qualified members of their category by the nominee's Chapter upon recommendation by the Chapter Executive Board and majority approval of the Chapter Quorum. This appointment shall be sent to the Membership Department at the Association Office.

3.4 The privileges of a Chapter Life Member shall be determined by the category of membership for which the member would otherwise qualify.

3.5 The Chapter conferring this membership category shall pay annually to the Association Office the dues amount specified in the Association Bylaws at the rate for the members qualifying category, for each such member during the membership term.

#### Section 4. Senior Grade

4.1 A descriptive grade of "Senior" member may be added to the category of Full, Commercial, or Member.

4.2 To be eligible for the honor, a member shall meet the following qualifications:

4.2.1 Membership for 10 Consecutive years or more.

4.2.2 Not less than 3 significant contributions to the Association, including one on the Association level. These are defined in the Policy Manual.

4.2.3 Shall be a member in good standing at the time of the award.

4.3 Nomination to senior membership shall be initiated at the Chapter level upon recommendation by one Past Chapter President, approval by the Chapter Executive Board and the Chapter Quorum.

4.4 Senior membership by the Board of Officers of the Association at its Annual Conference meeting upon presentation of the resolution and sufficient documentation of qualifications to merit the award.

#### Section 5. Membership Status

5.1 Should the status of any member change so as to affect their membership qualifications, they shall automatically have their membership category changed to conform to their new qualifications.

### **Article II Becoming a Member**

#### Section 1. Application

1.1 Application for membership shall be made following the procedures of the Association.

### **Article III Dues**

#### Section 1. Annual Membership Dues

1.1 Dues of the Chapter membership for all categories except Chapter Life members shall be set by the Association at a tiered level. This amount may change from year to year at the discretion of the Association.



1.2 Chapter Life Members shall not pay any Chapter or Association dues. The Treasurer will forward their dues to the Association, as long as these members maintain interest in the affairs of the Association.

#### Section 2. Association Dues

2.1 Membership dues shall be designated by the Association for each particular category of membership.

### **Article IV Chapter Elections**

#### Section 1. Eligibility

1.1 Only members who hold Full membership status in this chapter may be considered for an elective position in this Chapter.

1.2 Any member wishing to hold an elective position in this Chapter, MUST submit a letter of intent and approval signed by their Agency Head or Designee to the Nominating Committee prior to running for any office and must be an employee of a North Carolina public-safety agency.

1.3 A person serving on the NC NENA Board of Officers may not serve on the NC APCO Chapter Board of Officers at the same time.

#### Section 2 Positions to be Filled

2.1 The Offices of Chapter President and First Vice President shall normally be filled by advancement in rank. The Second Vice President, Secretary, Treasurer, Association Executive Council Representative, and six (6) Regional Ambassadors shall be elected. The Executive Council Representative, Secretary, Treasurer and the Regional Ambassadors shall be elected for a two-year term. The Secretary, Treasurer, Executive Council Representative, and the Regional Ambassadors may succeed themselves.

2.2 Regional Ambassadors will be elected by regions, and must work and/or reside within the region in which they intend to serve. Regions will be identified and described as follows:

Region A: Beaufort, Bertie, Camden, Carteret, Chowan, Craven, Currituck, Dare, Edgecombe, Gates, Greene, Halifax, Hertford, Hyde, Jones, Lenoir, Martin, Nash, Northampton, Pasquotank, Perquimans, Pitt, Tyrell, Washington, and Wilson counties.

Region B: Durham, Franklin, Granville, Johnston, Orange, Person, Vance, Wake, and Warren counties.

Region C: Bladen, Brunswick, Columbus, Cumberland, Duplin, Harnett, Hoke, New Hanover, Onslow, Pender, Roberson, Sampson and Wayne counties.

Region D: Alamance, Caswell, Chatham, Davidson, Davie, Forsyth, Guilford, Lee, Montgomery, Moore, Randolph, Rockingham, Stokes, Surry and Yadkin counties.

Region E: Anson, Cabarrus, Catawba, Gaston, Iredell, Lincoln, Mecklenburg, Richmond, Rowan, Scotland, Stanly, and Union, counties.





Region F: Alleghany, Alexander, Ashe, Avery, Buncombe, Burke, Caldwell, Cherokee, Clay, Cleveland, Graham, Haywood, Henderson, Jackson, Macon, Madison, McDowell, Mitchell, Polk, Rutherford, Swain, Transylvania, Watauga, Wilkes, and Yancey counties.

2.3 In an effort to maintain some degree of experience and continuity on the Board of Officers, Regional Ambassadors will be elected to staggered terms. Representatives from Regions A, C, and E will be elected for a two year term in odd numbered years. Representatives from Regions B, D, and F will be elected for a two-year term in even numbered years.

### Section 3. How Filled

3.1 Beginning immediately after appointment by the incoming President, the Nominating Committee, consisting of no less than 3 members and chaired by the Immediate Past President or designee, will begin the process of locating eligible candidates that may be interested in serving as a Chapter Officer.

3.2 The Nominating Committee will solicit input from the Chapter membership for worthy candidates by submitting a nomination ballot online. To place nominations online, the member must provide an individual email address and their APCO membership number. Online nomination ballots will be made available to the Chapter membership no later than March 1st.

3.3 All nominations must be cast online, no later than March 31 in order to be considered a valid ballot.

3.4 The Nominating Committee will review the candidates to validate their eligibility, and to confirm they agree to accept the office for which they have been nominated. The committee will also confirm they have submitted the required letter of intent, and approval from their Agency Head or Designee. This slate of potential officers shall be presented to the Executive Board by the Chapter President at their bi-monthly Board meeting held during the month of May. The Executive Board will review all documentation to confirm eligibility of the candidates.

3.5 The official list of candidates running for Chapter Officers will be announced to the membership at the Chapter meeting held during the month of May.

3.6 Online voting for the coming year's slate of officers will be made available online by no later than June 1.

3.7 All voting ballots must be cast online by no later than 11:59pm EST on August 1.

3.8 If a person is running unopposed for a Chapter Officer position, that person will be elected by acclamation.

### Section 4. Date for Taking Office

4.1 Candidates elected shall automatically take office immediately following the close of the Chapter meeting at the Annual State Conference. Newly elected officers shall be installed at either the close of the Chapter Meeting or during the Closing Banquet at the Annual State Conference.

### Section 5. Vacancies



5.1 Vacancies in the office of President and First Vice President shall be filled by advancement in rank, provided that such fulfillment shall be in an acting capacity until the next regular election of officers.

5.2 Vacancies in the office of Second Vice President and the Association Executive Council Representative shall be filled by Presidential appointment confirmed by the Executive Board, and such approved appointee shall perform their duties in an Acting Capacity until the next regular election of officers whereupon they shall be eligible for regular nomination of office.

5.3 Should the office of Secretary or Treasurer become vacant for any reason, it shall immediately be filled by temporary appointment by the President. Such appointee shall serve until the next regular annual election of Officers.

5.4 If for any reason a Regional Ambassador position becomes vacant, it shall immediately be filled by temporary appointment by the President. Such appointed shall serve until the next regular annual election of officers.

#### Section 6. Changes

6.1 All Chapter Officers shall be reported to APCO International by the Secretary of the Chapter.

6.2 The Chapter President shall immediately notify the APCO International Executive Director of any temporary appointment of the North Carolina Chapter Executive Council Representative.

### **Article V Officers - Authority and Duties**

#### Section 1. Authority

1.1 The necessary authority for the performance of duty by all officers of the chapter is herewith established.

#### Section 2. President

2.1 Upon taking office, the President shall announce their appointments to standing and special committees and outline objectives for the year.

2.2 The President shall be the Chair for the Chapter Executive Board; shall be an ex-officio member of all committees of this Chapter; and shall preside at all Chapter Conferences, and keep the membership appropriately informed.

2.3 It shall be their duty to see that the conduct of all conferences is in keeping with the purposes of this Chapter as outlined in the Constitution Article I, Section 3.

2.4 Funding shall be provided by the North Carolina Chapter of APCO for the current APCO Chapter President for the year of the Annual International Conference of their term for the actual transportation expenses, not to exceed the lowest available round-trip coach airfare, the prevailing hotel rates, registration, and the state per diem rate for meals, providing said funding is available in the Chapter treasury, and upon approval of the Chapter Executive Board.

#### Section 3. First Vice-President (President Elect)

3.1 The First Vice-President shall perform all the duties of the President in their absence.



3.2 They shall, during their term of office, screen the Chapter membership, contact their prospective committee chairmen for the following year, and have their appointments ready for presentation when they take office as President.

3.3 They shall participate in Chapter Board of Officers and Executive Board responsibilities.

#### Section 4. Second Vice-President

4.1 The Second Vice-President shall perform all duties of the First Vice-President in their absence.

4.2 They shall participate in Chapter Board of Officers and Executive Board responsibilities.

#### Section 5. Secretary

5.1 Shall serve as Secretary to the Chapter Board of Officers and the Executive Board and shall keep minutes of all board and, Chapter and conference meetings, and shall submit these to the Executive Board for approval within 10 business days after the meeting.

5.2 Upon approval by the Executive Board, the Secretary shall submit a copy to the Chapter's Public Information Officer for posting on the Chapter's website for membership review.

5.3 Shall be responsible for submitting a current list of Chapter Officers to APCO International by no later than 30 days after the Annual State Conference.

#### Section 6. Treasurer

6.1 Shall receive all general funds belonging to the Chapter and shall maintain a bank account for each for the orderly processing of all funds. They shall pay from the account all Chapter obligations as prescribed by the Chapter Quorum or upon orders from the Chapter Board of Officers and/or Executive Board during intervals between Chapter Conferences.

6.2 Shall promptly deliver all money and records to their successor in office or to whosoever the Chapter Executive Board may designate to receive them.

6.3 Shall annually, prepare all financial information for review by the Standing Audit Committee.

6.4 Shall be responsible for preparing Federal Tax Returns by the required deadline for submission to the IRS.

#### Section 7. Association Executive Council Representative

7.1 The Association Executive Council Representative shall strive for a harmonious relationship between the Chapter and the Association, and shall make recommendations to ensure that the Chapter purposes are in accord with those set forth by the Association.

7.2 In so far as is financially feasible, assistance for their attendance at the annual Association conferences and the meeting of the Association Executive Council, shall be considered a Chapter expense. Funding in full is to amount to the actual transportation expenses, not to exceed the lowest available round trip coach airfare, the prevailing hotel rates, registration and state per diem rate for



meals, including one day before and one day after for travel, providing said funding is available in the Chapter Treasury and upon approval of the Chapter Executive Board.

#### Section 8. Regional Ambassadors

8.1 Shall be responsible for working within their designated area of the State to maintain an open line of communications between APCO Members, PSAPS and the Executive Board.

8.2 Shall attend Board of Officer and Chapter Meetings and report the business of the chapter back to the members, as well as prepare and present region reports of activities in their respective regions at chapter meetings. They shall also report member's suggestions, comments, concerns, as well as ways to improve the progress of the Association and Chapter back to the Executive Board. If unable to attend the chapter meeting, they shall submit a report to the President.

#### Section 9. Public Information Officer

9.1 Shall maintain continuity with Chapter web presence, historical records, public outreach and marketing efforts. This position shall oversee the design, composition, structure, maintenance and regular updates of all Internet addresses, web properties, public documents, announcements, and marketing material of the Chapter.

#### Section 10. Commercial Advisory Member

10.1 Shall provide guidance and support to the membership and Board of Officers, support the Corporate Partners initiative, solicit and secure new corporate sponsors for the Chapter, and promote commercial membership among peers and non-member exhibitors at the annual State Conference. This position shall also keep the Chapter Membership and Board of Officers informed on updates from the Commercial Advisory Council (CAC).

#### Section 11. Educational Advisory Member

11.1 Shall provide guidance and support to the membership and Board of Officers related to training activities of the Chapter. Will serve as the chairperson of the Training Committee. Shall be responsible for scheduling and coordinating Chapter sponsored training opportunities. Will provide training reports to the bimonthly chapter meetings.

#### Section 12. Removal from Office

11.1 Any Chapter elected or appointed officer may be removed from the office for the reason of committing an act that may bring significant discredit to the Chapter by a two-thirds (2/3) majority vote of the Executive Board and subsequent concurrence of two-thirds (2/3) majority of voting members present at the next regularly scheduled Chapter Meeting. Notice of such action shall be distributed to all chapter members at least two (2) weeks prior to the Chapter Meeting and shall include the time and place of such meeting.

11.2 Any member of the Executive Board or Board of Officers who has two unexcused absences from regularly scheduled Board and Chapter Meetings during their term shall be considered to have voluntarily resigned from that office. Absences shall be deemed excused or unexcused at the discretion of the Executive Board.

### **Article VI Conferences**



### Section 1. Requirements

1.1 This Chapter shall meet at least twice (2 times) annually in accordance with the policies of the Association.

### Section 2. Qualifying Meetings

2.1 While the Chapter customarily meets bi-monthly in conjunction with the NC NENA Chapter, two meetings each year are identified to meet the required minimum and are described in subsequent sections.

2.2 The annual business meeting of the N.C. Chapter of APCO, will be held in conjunction with the Annual State Conference. At this meeting the outgoing President will give his/her final report to the Chapter Board of Officers, final Committee reports are made, the general business of the Chapter is conducted, any changes or amendments to the Chapter Constitution and By Laws are ratified, and election results are announced. New Chapter officers are sworn in either at the meeting or during the closing banquet.

2.3 At this annual meeting, the incoming President shall announce his/her appointments to standing and special committees; outline objectives for the year and chair a discussion on any other Chapter business.

2.4 A Second required meeting will be one held between April 1st and the International Association Conference. Any proposed resolutions to amend Chapter Constitution and Bylaws shall be discussed.

## **Article VII Committees and Representatives**

### Section 1. Designation

1.1 Committees formed in this Chapter shall be classified as:

1.1.1 Standing Committees – Perennial or Annual Type Committees which are assigned by prescribed duties and responsibilities of a permanent nature.

1.1.2 Special Committees – Ad-hoc type committees which are assigned specific duties and responsibilities in matters of a temporary but significant nature.

### Section 2. Standing Committees

2.1 Only Full category members may serve as Chair or Vice-Chair of standing committees.

#### 2.2 Nominating Committee

2.2.1 This Committee shall have as its Chair, the immediate Past President or designee and, if possible, shall include two (2) additional Past Presidents as members.

2.2.2 This Committee shall actively study the chapter membership, observing individuals in an effort to evaluate interest in, and willingness to work at, promoting the goals of the Association, both at the Chapter and Association levels.



2.2.3 This Committee shall bring its results from the ballots to the Annual Conference Quorum, for the office of Second Vice-President, Secretary-Treasurer, and three Regional Ambassadors to the Chapter Executive Board in accordance with Bylaws Article IV.

### 2.3 Historical Committee

2.3.1 The appointed Chair of this Committee shall be the Chapter's representative to the Association Historical Committee.

2.3.2 This Committee shall actively research, compile, and maintain a file on the records and history of the Chapter. It should include in its membership someone who is interested in photography and who will give of their talents in providing the Chapter with pictures to send the Association's Historical Committee and for the Chapter's historical file.

### 2.7 Inter-Agency Communications Committee

2.7.1 This committee should include both technical and operational members in its membership.

2.7.2 It shall study problems involving inter-agency communication system networks, shall make itself available for recommendations as to operational procedures, technical applications, and net discipline to those agencies which seek guidance.

### 2.8 Frequency Advisory Committee

2.8.1 This committee shall have as its chairperson the Chapter Frequency Adviser.

2.4.3 The representative(s) will serve as the Chapter advisor(s) for information related to frequency application and FCC rules and changes as shared by the Association.

### 2.5 North Carolina 9-1-1 Board Representative

2.5.1 This representative shall be a Chapter member who is regularly engaged in coordinating, planning and designing, or operating 9-1-1 emergency number systems and must have been a full time resident of North Carolina for a minimum of 24 months.

2.5.2 This representative shall study, promote and make recommendations with regards to the implementation, enhancement, and use of the 9-1-1 emergency number system. Particular emphasis should be placed on relationships of total public safety needs to the unique requirements of the 9-1-1 emergency number.

### 2.6 Training Committee

2.6.1 This Committee should have as its members those persons whose interest lies within the field of training. It should consist of persons knowledgeable in management, operation, and technical fields.

2.6.2 This Committee shall study, promote and make recommendations as to the training needs of the Chapter.

2.6.3 This Committee should have the responsibility of approving and coordinating any training that bears the Chapters name.

### 2.7 Standing Audit Committee



2.7.1 Standing Audit Committee is to be appointed by the Chapter President at the beginning of their term.

2.7.2 This Committee will consist of three (3) voting members who are NOT part of the Executive Board to conduct an audit of financial records at the end of the fiscal year.

2.7.3 The Treasurer will prepare all records, receipts, and books to present to this Committee on an annual basis.

2.7.4 The audit report will be presented to the Executive Board following the conclusion of the audit.

2.7.5 At the conclusion of the audit, all records, receipts, and account books are to be returned to the Treasurer.

### Section 3. Special Committees

3.1 The President shall appoint committees as the need arises. These special committees shall continue to serve and operate as such until the tasks for which they have been appointed have been completed to the satisfaction of the President or until changes are made by the President for the good and welfare of the Chapter.

### Section 4. Duties of the Committees

4.1 The duties of the committee shall be defined by the President where otherwise not stated.

## **Article VIII Amendments to Bylaws**

### Section 1. Authority for Amendment

1.1 The Chapter Executive Board is authorized to make any modifications found necessary for the Chapters' Constitution and Bylaws, to remain in conformity with the Associations' Constitution and Bylaws. Any such changes to the Constitution and Bylaws will be reported at the Annual Conference. This applies only to those required changes over which the Chapter has no control as passed by the Association.

1.2 If in the best interest of time in an effort to comply with the intent of the Association, or if deemed in the best interest of this Chapter, it may be necessary to make amendments prior to the Annual State Conference.

### Section 2. Normal Procedure for Amendments

2.1 The Constitution and/or Bylaws of this Chapter may normally be amended by presenting a resolution in writing to the Chapter President. Notification of proposed changes will be presented to each chapter member qualified to vote at least thirty (30) days prior to the Annual State Conference. A two-thirds (2/3) majority of the quorum present at the Annual State Conference business meeting shall be required to amend the Chapter Constitution and/or Bylaws.

2.2 If in the interest of time in an effort to comply with the intent of the Association, or if deemed in the best interest of this Chapter, it may be necessary to make amendments prior to the Annual State Conference. In the event of such proposed amendments, each member qualified to vote will be notified at least thirty (30) days prior to the next scheduled Chapter Business Meeting. A two-thirds (2/3)



majority of the quorum present at the next Chapter Business Meeting shall be required to amend the Chapter Constitution and/or Bylaws.

### Section 3. Effective Date of Amendments and Resolutions

3.1 All resolutions passed and adopted by this Chapter in accordance with the rules set forth in this Constitution and Bylaws shall be in force and effective upon the adjournment of the Annual State Conference or business meeting wherein considered and adopted, provided exception to this effect is not otherwise contained in the language of the resolution itself.

## **Article IX Resolutions**

### Section 1. Procedure

1.1 Every resolution, unless of a formal character or involving amendments to the Constitution and Bylaws requiring handling in accordance with Bylaws Article VIII, shall be in writing and presented to the Executive Board for consideration. Any resolution considered by the Executive Board shall be presented to the Quorum, along with the recommendation of the Executive Board in sufficient time for consideration prior to voting on the resolution.

## **Article X Rules of Order**

### Section 1. Rules of Order

1.1 The rules contained in the most current version of "Roberts Rules of Order, Newly Revised" shall govern the Chapter and Association in all cases in which they are applicable, and in which they are not inconsistent with the Bylaws or the special rules of order to the Association.

## **Article XI Expenses**

### Section 1. Specified Expenses

1.1 The Treasurer shall be authorized the necessary funds to fulfill the requirements of the office as outlined in the Constitution and/or Bylaws of the Chapter.

### Section 2. Unspecified Expenses

2.1 The Executive Board shall be authorized to approve all other expenses not specifically outlined in the Constitution and Bylaws of this Chapter.

Adopted 11 November 1988

Revised 22 November 1991; 19 November 1992; 16 November 1994; 27 September 2000;  
27 September 2001; 11 September 2003; 2 September 2009; 15 September 2010; 13 September 2016;  
15 March 2019.

